Sample ReSPECT Contact Message

In addition to adding the ReSPECT Registry use to your protocol, you should also create a ReSPECT Contact Message which will be sent to potential study participants in the Registry. If you already have approved IRB recruitment materials that you would like to send to Registry members, please indicate in your IRB application which recruitment materials (flyers, brochures, etc.) will also be distributed in addition to the ReSPECT Contact Message.

**TIPS regarding what to include in your contact message (not all are required):**

Please ensure your ReSPECT Contact Message includes your direct study contact information (email, mail and phone) that will be utilized.

1. We suggest the contact message include:
   - Name and address of the investigator and/or research facility and/or institution
   - Condition under study and/or purpose of research
   - The main inclusion/exclusion criteria in summary form (Keep it simple; average reading level 6th to 8th grade)
   - A brief list of procedures involved
   - Time or other commitment required (number of visits, total duration during follow-up visits, etc.)
   - Compensation/reimbursement
   - Location of research and contact person for further information

2. Additional guidelines include the following:
   - Advertisements should not emphasize monetary compensation, so no bold or increase in font compared to other words in ReSPECT Contact Message
   - Advertisements should not use catch words like “free” or “exciting” or dollar signs “$$”
   - Advertisements should be very clear that participation in “research”” is the aim of the recruitment message. The word “research” should be in the ReSPECT Contact Message.
   - Advertisements should not be misleading about the purpose of the research.

<<<Below is an example/sample of an acceptable ReSPECT Contact Message>>>>

“Women’s Health Study”

Are you a woman between the ages of 18-21?
Do you speak English?

Boston University School of Medicine is currently enrolling healthy women in a research study to determine if XXXXXXXX can improve health care for women.

We will ask you to meet with our team in-person, fill out two health surveys, and answer some questions over the phone.

You can earn up to $XX for completed study tasks.

To find out more, contact our research team (or name) at 617-414-XXXX or (email)